

Skills Checklist for Dragon Naturally Speaking

Skill	Introduced and Practicing	Independent at this level (date of evaluation)
Basic Program Skills		
Open Program		
Close Program		
Save work/file		
Open file (previously saved work)		
Print		
Microphone		
Turn the microphone on (hot keys, or "wake up" or "listen to me")		
Turn the microphone off (hot keys, or "go to sleep" or "stop listening")		
Train and Correct		
Correct an error		
Train a specific word or phrase		
Navigate		
Go to the bottom/top of page		
Go to the beginning/end of a line		
Move up or down in the text		
Move left or right in the text		
Add a new line or paragraph ("New line" or "new paragraph")		
Proofreading (Select "paragraph" "read that")		
Edit		
Delete last phrase dictated ("Scratch that" or "Scratch")		
Delete a specific word		

Copying, cutting and pasting text ("Copy that", "cut that", "paste that")		
Formatting text ("Bold that", "italicize that", "underline that", "restore that")		